

MINUTES OF REGULAR MEETING
SUGAR CITY COUNCIL
THURSDAY MAY 13, 2021

Presiding: Mayor Steven Adams

Meeting Via Internet and at City Hall Convened at 6:30 p.m.

Prayer: Councilwoman Nielsen

Pledge of Allegiance: Mayor Adams

Present at City Hall and Online: Mayor Steven Adams; Clerk-Treasurer Wendy McLaughlin; Councilors Joy M. Ball, Glenn Dayley, Connie Fogle, and Catherine Nielsen; Public Works Director Arlynn Jacobson; City Building Inspector and P&Z Administrator Quinton Owens; Chairman Dave Thompson of the Planning and Zoning Commission; Attorney Chase T Hendricks; Community Development Specialist Kurt Hibbert; District IT Spencer Cook; PSI Waste Systems managers Jeremy Harris and Ian West; Developer Bret Stoddard; Citizens Elaine King and Lawrence Nielsen, and others who may have joined electronically but not identified.

CONSENT AGENDA: The minutes and Treasurer's Report were removed from the Consent Agenda. The Treasurer's Report was tabled until the next meeting for further discussion on separating the Float and Easter Egg Hunt budgets. Clerk McLaughlin suggested a spreadsheet to show the account balances because of the difficulty to recreate the transaction history in Caselle.

MOTION: It was moved by Councilwoman Nielsen and seconded by Councilwoman Fogle to approve the accounts payable report; motion carried.

MOTION: It was moved by Councilwoman Ball and Seconded by Councilwoman Fogle to approve the 4-22-21 minutes with Councilwoman Ball's revisions to add her research on the history of the Business Park lot sells to show they had sold for less than listed price and to cut and paste the amounts included in the 4-8-21 minutes to the 4-22-21 minutes; motion carried.

PROPOSED CIVIL RIGHTS SANCTUARY CITY ORDINANCE: Because of federal and state over reach and restriction concerns on civil rights, the mayor drafted a clear message to add to the city code to support and defend those rights; a symbolic statement that the city can stand behind. After several minutes of discussion the council will make suggestions to the proposed ordinance wording to clarify its intent. Some feel that "Sanctuary City" is too broad and confusing without further clarification. And, what action could/would be taken if the ordinance is violated? This item will be included in the Calendared Items for the next few council meetings.

PUBLIC COMMENTS: None

PSI WASTE SYSTEMS: Jeremy Harris, manager of PSI Waste Systems, addressed the council and asked how they could help with upcoming city events or improve their service. The council asked if they would be willing to help sponsor the Sugar Days events. They will bring in extra cans for the event and follow up on a sponsorship.

NEW CITY WEBSITE: Spencer Cook presented a website he has been working on for the city.

It will improve the city's presence on mobile devices and make forms and information more readily available to the public. The council recommended the new website go live now.

STODDARD SUNGLO SUBDIVISION FINAL PLAT: The council approved the Stoddard SunGlo subdivision final plat. The plat has been reviewed and recommended for recordation by Planning and Zoning, the city engineer, and other associated signers to the plat. A public hearing will be held to abandon the road running north and south between SunGlo and the new subdivision.

MOTION: It was moved by Councilwoman Fogle and seconded by Councilwoman Ball to approve the final plat with the condition they would be required to use city utilities if needed in the future; motion carried.

PUBLIC WORKS REPORT:

Street Contracts: The council approved both contracts for the road patch with Asphalt Maintenance and American Pavement for the street slurry. Both came in under budget and were the low bid. The public works department is making an effort to have signed contracts for these types of projects.

MOTION: It was moved by Councilwoman Ball and seconded by Councilwoman Fogle to approve the Asphalt Maintenance Inc. and American Pavement Preservation contracts. Thereupon, the Clerk called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, Fogle, and Nielsen

Those voting nay: None

Thereupon, the Mayor declared the motion passed.

Street Report: Mr. Jacobson reported that streets in Dalling Drive and Dalling Circle, N 7th W, Brandon, Jaxson, Mandy, and Michelle Drives, along with West and East Third South and North, will be patched and sealed this summer.

Merry-Go-Round: The Heritage Park merry-go-round will be replaced with a new 8 foot merry-go-round for about \$3,800. The funds will come out of the park's Capital Improvement Fund.

Backflow Sprinkler Bid: Only one bid was submitted for the city backflow sprinkler contract to test residences that have not tested by the deadline. The bid was awarded to Straight Line Yard Care of Sugar City.

Tennis Courts Grant: The city received interest from the high school student club to fix up the tennis courts with the grant. They are still used frequently. The grant however, ran out of funding. The mayor would like to see the courts repaired and maintained or torn out.

Heritage Park Shelter Roof Trespassers: The council reported that there have been students climbing on top of the shelter in Heritage Park even after being warned that they city may take action against the trespassers. The staff is working on a solution to the problem.

Change Traffic Yield Sign to Stop Sign: The council is concerned about the traffic flow on the corner of Idaho and 1st South. Councilwoman Nielsen suggested changing the yield sign to a stop sign for safety. Mr. Jacobson will check into the traffic rules on changing signage.

PLANNING AND ZONING (P&Z) REPORT: Dave Thompson reported on the following items.

Duplex Special Use Permit Application: Mr. Thompson reported that the commission met with a contractor that would like to build a duplex on a residential lot. Adjacent to and across the street from the lot are high density zones and apartments. The contractor would like to put in the duplex because it seems a “good fit” as a buffer between high density and residential zones which residents desire. However, the code does not allow for a duplex in a R1 Residential Single Family zone.

Plat, Charting, & Bonding Process: The commission is working on the plat process which will include charting and the bonding process.

Design Review Water Tank Landscaping: Design Review wants to remind the city that the landscaping and buffering needs to be done around the water tank. Mr. Jacobson is working on the project materials and will be starting the project soon.

Tennis Court Grant: Mr. Thompson reported that even though the tennis court grant funding is unavailable there is tennis court redesign money available up to \$5,000. Once the redesign is done the applicant has more points toward a possible grant for maintenance.

OLD FARM ESTATES DEVELOPMENT AGREEMENT: Kurt Hibbert and Dave Thompson reported that the discussions and work meetings are moving forward. The Master Plan will contain lots of detail and may be ready for council review for the next council meeting.

OLD FARM ESTATES DIV #4 FINAL PLAT: See above.

GENERAL BUSINSS:

Records Destruction: The council approved Resolution 2021-2 Records Destruction. City Clerk McLaughlin reported that the attorney had reviewed the resolution.

RESOLUTION NO. 2021-2: (A resolution to destroy records that are no longer required) –

MOTION: It was moved by Councilman Dayley and seconded by Councilwoman Fogle to approve the records destruction resolution 2021-2; motion carried.

Thereupon, the Mayor declared the motion passed. A copy of said resolution is attached hereto marked “Attachment 1”.

Madison County Communication Tower Building Permit Fees: The council waived the building permit fees for the Madison County communication tower.

MOTION: It was moved by Councilman Dayley and seconded by Councilwoman Nielsen to waive the building permit fees in the amount of \$1,232; motion carried.

Surety Bonds Procedure: Planning and Zoning are working on the bonds process for development.

Business Park Walking Path Parking: Councilwoman Ball suggested using the first lot to the east in the Business Park for parking for those using the walking path while the city still owns controlling interest in the park. She also suggested that the walking path be named in honor of Glenn and Dorothy Dalling who were instrumental in getting the walking path built. The city owns a lot just across Center Street from the Business Park that could be turned into parking without giving up a lot in the Business Park that could be sold. A sidewalk will need to be extended on the north and a cross walk installed. The city will look at budgeting for the project.

Committee Member Appointments: The mayor appointed several new members to service on city committees listed below:

Activities Committee

- Brook Pinnock
- Timothy Frogue

Parks and Recreation Committee

- Michelle Adams
- Joseph Eaton
- Gene Jeppson

The council will ratify the appointments on the next agenda since the item was erroneously named “Council” Member Appointments instead of “Committee” Member Appointments.

CALENDARED ITEMS:

First Discussion:

Civil Rights Sanctuary City – See above.

MAYOR AND COUNCIL REPORTS:

AIC Spring Training Report: The council reported that the AIC Spring training was helpful. Councilwoman Ball reported that there is a July deadline date for the Forgone amount this year. Clerk McLaughlin will check into it. Building permits should be tracked and reported to the county to receive New Construction taxes to the city.

4th of July Float Report: Councilwoman Fogle reported that the float is moving forward ahead of schedule with participation from the community.

Sugar Days Report: Councilman Dayley reported the breakfast is planned and underway. Norsun will donate the hash browns again this year. He would like to see the vendor applications online along with notice of the event. The bounce house rentals are in place. Rocky Mountain Power will donate \$1000 for a live band dance that evening.

Arbor Day Report: Councilwoman Ball reported the Arbor Day celebration will be held tomorrow at 10:00 in Neibaur Park. There will be music, an art contest, and a tree planted in memory of Craig and Debbie Morgan. A ceramic tile memorial plaque will be placed in cement by the tree. Jerry Miller, a member of Tree and Beautification, will be the MC for the event. Mayor Adams will read the Proclamation.

24th of July St. Anthony Parade: The council would like to participate in St. Anthony’s 24th of July parade. They need a vehicle to ride in. The mayor suggested contacting the National Guard. In the past the council rode on the Madison County fire truck. However, the previous council walked behind the fire truck and handed out candy since they weren’t allowed to ride on the fire truck as in the past because of liability concerns.

Meeting adjourned at 9:17 p.m.

Signed: _____
Steven Adams, Mayor

Attested: _____
Wendy McLaughlin, Clerk-Treasurer

RESOLUTION 2021-2
RESOLUTION AUTHORIZING DESTRUCTION OF RECORDS

WHEREAS, Idaho Code 50-907 requires the City Council to authorize destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the city's record retention schedule and are no longer required by law or for city business; and

WHEREAS, the City Clerk and City Treasurer have proposed for destruction certain records that have exceeded their minimum retention; and

NOW, THEREFORE, BE IT RESOLVED BY THE Mayor and Council of the City of Sugar City, Idaho, that the below listed records shall be destroyed under the direction and supervision of the City Clerk.

**ACCOUNTING, BUDGET, FINANCE &
PAYROLL RECORDS**

Check registers -general fund 2013-2015 (semi-permanent, keep 5 years)
Bank statements, cancelled check and stubs 2013-
2015 (keep 5 years) CD's, deposit slips 2013-2015
(keep 5 years)
Bank statements, cancelled and voided checks 2013-
2015 (keep 5 years) Cash receipting books and reports
2013-2015 (keep 5 years)
Accounts payable 2013-2015
(keep 3 years)
GL Reports (except annual financials) -journals, bank
reconciliation, monthly financials 2013-2015 (keep 5 years)

ADMINISTRATIVE RECORDS

New Customer Applications (2019-2020) (transitory, keep for 1 year)
Clerk's draft minutes (2013 - 2020) (transitory, keep for 1 year)
Dog licenses 2015 (keep for 5 years)
City Council packets 2018 - 2020 (temporary, keep for 2 years)

BUILDING, PLANNING & ZONING RECORDS

Residential building permits (excluding commercial projects and government buildings [all are permanent records] and any permits that are or may be controversial):
(temporary, keep residential building permits for 2 years after issuance of certificate of occupancy)

Building Permits and Plans

- 2017-2018
- 1995 - 1999
- County Building Permit: 2009

Certificates of Occupancy

- 2011 & before

Animal Ordinance Public Hearing Comments: 2014

Zone Change Application:

Boyle Property 2002

Annexation Regulations: 1988

Excavation Permits: 2011 - 2014

Certificates of Elevation NFI (National Flood Insurance) 6-3-91

McGraw & Hill Construction Valuation: 2010

Sainsbury Variance Application 1998 (withdrawn)

The administrative staff of the city is authorized to take all necessary steps to carry out the authorization provided by this resolution.

UNANIMOUSLY APPROVED AND PASSED BY THE CITY COUNCIL AND
MAYOR THIS 13th DAY OF MAY, 2021.

Steven Adams, Mayor

ATTEST:

Wendy McLaughlin, City Clerk

(SEAL)

APPROVED this 13th day of May, 2021:

Chase Hendricks, City Attorney